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26 January 1966

MEMORANDUM FOR: Director of Central Reference

SUBJECT : Item Register System

REFERENCE : Memo, dated 6 January 1966, "Item Register System"

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25X1A 1. The following points of consideration represent the consolidated viewpoint of: [REDACTED]

2. Three possible routes of accomplishing the recommendations of Task Team II Report (CODIB-D-111/1.2/6, 27 December 1965 Final CODIB Approved) were outlined in referenced memorandum of 6 January 1966. Both Routes 2 and 3 represent acceptable approaches to the creation of an Item Register because they would provide an adequate base for evaluating the system. Route 1 (CHIVE Catalog) covers China only and therefore does not fulfill the recommendations of the Task Team; therefore, it has been rejected by the four of us.

3. Route 3 really implies a Committee approach and as the Chairman of Task Team II stated on page 2 of his August 13, 1965 transmittal of the Team Report: "A part time, ad-hoc group is not the best instrument for system design activities... the actual design work is best done by full-time staff personnel." We four strongly believe that centralized control during design and initial implementation is critical and absolutely essential. Therefore, Route 2 is recommended as the route to follow - CIA design, testing, and implementation.

4. The manpower staffing seems to necessitate in addition to strong support from the CODIB Support Staff:

a. A Project Leader

b. Full time assistant. This should be an individual who is knowledgeable in both code word and collateral documentation, who is efficient and above all willing. The work of designing forms, monitoring data collection, and editing the results should be handled as a joint 2 man job-Project Leader and Assistant.

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GROUP 1
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- c. The support from OCS (system design, programming, key punching, and machine time) was outlined in referenced memo.
- d. Data collection and filling in of forms - Special Register and Document Division.

5. Timing of manpower indicated in paragraph 4 above:

- a. Project Leader - full time - 6 months
- b. Assistant - full time - 6 months
- c. 2 OCR Divisions - - 1 1/2 man months each
- d. OCS Support - - 6 man weeks

6. In spite of heavy OCR manpower requirements for this task, we feel it is the only way to do the job properly. Although it would not be productive during the design and initial build-up stages to obtain help from other USIB members, such assistance would, however, be a definite asset during the later, operational period. Experience gained by OCR in this carefully controlled initial stage will enable us to produce not only the initial system for evaluation, but also reasonable plans for community support and assistance for final operational implementation.

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Chief, Analysis Branch

cc:

CODIB Support Staff

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